

# Pre-application Guidelines

## HIGHWAY SAFETY GRANT GUIDELINES

This document describes the Oklahoma Highway Safety Grant Program that provides funding to Local, State, and Nonprofit agencies to address specific traffic safety problems identified by the applicant.

### Grant Program Background

The Federal Traffic Safety Grant is a grant program from the National Highway Traffic Safety Administration (NHTSA). It is intended to support state and local efforts to improve highway safety by providing funding for initiating programs directed at identified highway safety problems. These funds cannot be used to replace existing funding sources (supplanting). In Oklahoma, this grant program is administered by the Oklahoma Highway Safety Office, a division of the Department of Public Safety. The OHSO's grant projects are funded for one year periods, based on the availability of federal funding and the performance of the grantee. Applications for new projects or continuation of existing projects must be submitted each year by the established deadline.

All applicants must apply through the State of Oklahoma Grant Exchange system available at <https://ogx.ok.gov>.

Applicants approved for funding will be required to enroll in the Oklahoma Office of Management Enterprise Services (OMES) ePay system. Go to the following website to enroll if needed: <https://www.ok.gov/dcs/vendors2/app/index.php>.

Applicants must have a FEI and DUNS number, and must enter it into the Applicant Information page of the eGrants system.

### Highway Safety Grants - Guidelines & Required Elements

The OHSO uses strategic planning to help determine the state's priority highway safety problems and to develop program strategies for addressing these problems. The results of this process are reported annually in the State's Highway Safety Plan (HSP). State and local governmental agencies and nonprofit organizations can submit applications to receive funding for traffic safety projects directed at solving problems identified in the HSP. The HSP is prepared by the OHSO staff, based on input from the traffic safety community. The published HSP is available on our website at <http://www.ohso.ok.gov>.

The Highway Safety Grant Program is intended to allow applicants to address any traffic safety issue identified in the HSP. The applicant must submit a grant application that states the problem to be addressed by the grant project and provides supporting data and detail. The grant narrative must address all of the elements outlined in this guide. The budget should be justified and reasonable and only include allowable costs. Highway Safety Grant applications must clearly identify the highway safety problem(s) to be addressed and the solution(s) to be implemented. Applicants should prioritize and limit the number of problems you address in your grant application. Resources are limited; be specific in your focus.

## Budget

Be sure your budget request is reasonable and appropriate to the needs of your project and follows the guidelines for allowable costs. When preparing a budget, keep in mind that federal guidelines permit the funding of some costs and specifically prohibit the funding of others.

The general principles used by this federal program to determine if costs are eligible for reimbursement include the following: costs charged to the grant need to be necessary, reasonable and allocable; activities and items being charged to the grant must be directly related to the approved project's objectives; **approved expenses must be incurred during the grant period and any items purchased must be received before the end grant period.**

All allowable costs incurred during the grant year must be invoiced and submitted to OHSO by November 1 following the end of the grant year. While we do not intend that costs go un-reimbursed, grantees must claim costs promptly or be subject to non-reimbursement.

If you have any questions on allowable or unallowable costs, contact the OHSO while planning your budget and always check before incurring the costs. If an item is not listed in the table below, do not purchase it until you check with OHSO for prior approval. If you do not seek prior approval or purchase items not listed in your grants approved budget you do so at the risk of non-reimbursement. All purchases with grant funds are subject to prior approval from OHSO before reimbursement vouchers are paid. We strongly recommend that you receive prior approval from OHSO before making such purchases.

**Following are the general guidelines for our grant program budgets:**

### ALLOWABLE COSTS

|                                   |                                             |
|-----------------------------------|---------------------------------------------|
| Contractual services              | Professional memberships & Subscriptions    |
| Equipment <sup>1</sup>            | PI & E materials and products <sup>4</sup>  |
| Fringe benefits                   | Telephone charges (project related)         |
| Materials and supplies            | Travel <sup>2</sup>                         |
| Salary, both regular and overtime | Postage                                     |
| Training                          | Printing and Reproduction                   |
| Paid media                        | Computer Hardware and software <sup>1</sup> |

### UNALLOWABLE COSTS (These items are NOT funded by OHSO):

|                                                                                  |                                                                                |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Incentives or prizes of cash, gift cards or services.                            | Any purchase or expense made outside of the approved grant period.             |
| Land                                                                             | Capital expenditures/capital construction                                      |
| Legislative expenses (lobbying is prohibited)                                    | Tint meters                                                                    |
| Police/emergency communications                                                  | Entertainment                                                                  |
| Alcoholic beverages including controlled training settings)                      | Maintenance and repairs to existing/non-project funded equipment               |
| Fines and penalties                                                              | Furniture, fixtures and equipment <sup>3</sup>                                 |
| Supplanting (Meaning grant funds cannot be used to support existing activities.) | Highway safety Oppurtunances (guard rails, utility poles, sign supports, etc.) |
| Uniforms                                                                         | Traffic signal preemption systems                                              |
| Interest and other financial costs                                               | Contributions and donations                                                    |

<sup>1</sup>Equipment or hardware that costs \$5,000 or more per item needs prior written approval from OHSO and NHTSA before the purchase is made.

<sup>2</sup>All travel must be in accordance with the provisions of the Oklahoma Travel Reimbursement Act.

<sup>3</sup>Tables, desks, chairs, file cabinets, clocks, lighting, coat racks, drapes, shelves, floor covering, bookcases, etc.

<sup>4</sup>PI&E items and activities must be directly related to the project objectives and have a highway safety message.

### EQUIPMENT / PROJECT RELATED COMMODITIES

Large commodity orders and equipment required to conduct the project activities as described in the approved grant budget must be ordered and received by December 1 if at all possible. Equipment that costs \$5,000 or more per item needs written approval from OHSO and NHTSA **before** it is purchased. Any grantee purchasing equipment with a value of \$500 or more per item must provide OHSO a copy of the agency's Purchasing Policy and Inventory Control Policy prior to reimbursement of the cost.

## PUBLIC INFORMATION CAMPAIGNS AND PROMOTIONAL MATERIALS

A project's promotional activities, which encourage or educate the general public to adopt highway safety practices, are an allowable cost. Education and information materials are pamphlets, books, booklets, brochures or broadsheets that are used to inform the public about safety topics. Promotional items are items that have a slogan or message imprinted on them, meant to reinforce the education message. Examples of promotional items are pens, key chains, reflectors or other inexpensive items that can be imprinted.

Promotional items and activities must directly relate to the project objectives and contain a traffic safety message, for example, "Buckle Up in Your Truck" or "Head Out with a Helmet." Simply printing the name of your traffic safety program with no additional message is NOT acceptable. Promotional materials should be distributed in conjunction with activities like training programs or at events where traffic safety is emphasized and where program staff interact directly with the public, such as fair exhibits or safety day events.

Educational material produced or purchased should include the following acknowledgement: "Funded by the National Highway Traffic Safety Administration with a grant from the Oklahoma Highway Safety Office."

All public awareness media or promotional campaigns and public information and educational (PI&E) materials **developed using grant funds** require the submission of a distribution plan and approval by OHSO **before** they are ordered. This would include radio or television PSAs, brochures, posters, pamphlets, or other media messages. OHSO will review the message for accuracy and consistency with the state's safety goals. If the items are not pre-approved, OHSO may not reimburse you. Please contact the OHSO for assistance on meeting these requirements before you order your materials.

Safety equipment such as bicycle helmets or car seats may be distributed only in conjunction with an educational program. Promotional items of nominal value with the appropriate safety message, e.g. pens, pencils or key chains, may be purchased and distributed to support program activities.

## REPORTING

**Progress Reports:** Grantees will be required to submit monthly progress reports as well as a final summary report. The final report is due by November 1 and should summarize your accomplishments and present the results of the evaluation to determine if the project goal(s) were met.

**Invoices:** Grantees will be required to submit a monthly invoice for grant funded expenditures, unless a greater time frame is approved by the OHSO. The invoice must be accompanied by sufficient backup documentation to justify the expenditures contained in the invoice.

## MONITORING

The OHSO will conduct quarterly monitoring of grant funded projects during the project period, or more frequently if deemed necessary, or at any time within 3 years after the end of the project period. The staff of the OHSO will schedule visits at the mutual convenience of the OHSO and the project director or designee.

During the monitoring visit, the OHSO staff may ask to view: grant records, correspondence, financial records, traffic records, examples of work performed, appointment books, financial and payroll records and equipment purchased with grant funds.

It is expected that you document the work of your grant project. The OHSO may request proof of the work done under the grant. Scheduling diaries, correspondence, meeting minutes, media archives, reports and other materials will help to document your use of grant funding. For enforcement, project surveys, copies of warnings and citations, and crash reports should be maintained locally by the project director and made available upon request.

## Guide for Writing a General Highway Safety Grant Proposal Narrative

The grant application must have a narrative that addresses the following components:

- I. Problem Identification
- II. Project Description/Work Plan
- III. Activities and Milestones
- IV. Goal(s)
- V. Evaluation

Use this guide when writing your grant to develop an acceptable application. Applications will be reviewed based on completeness, potential impact, reasonableness of the budget request and the past performance of the applicant. All proposals must address a problem described in the Oklahoma Highway Safety Plan (HSP). The HSP and crash data may be found on the OHSO website, [www.ohso.ok.gov](http://www.ohso.ok.gov)

### I. Problem Identification

In narrative form, describe the problem(s) that you have identified in your community. The problem(s) you describe should be identified through an analysis and assessment of data and information related to highway safety in your community. The data used in identifying the problem(s) must be included to support your problem identification statement.

### II. Project Description/Work Plan

Describe the solution to your highway safety problem. Explain what you intend to do and how it will impact your problem.

Provide specific and measurable action statements that indicate what you would like to accomplish by the end of your project period.

Provide a statement for each problem that you will be addressing in the project. Use the SMART guidelines in developing your plan.

Differentiating between goals, objectives and activities:

- A goal is a general statement that gives a desired outcome for the project.
- An objective is one or more detailed strategy(s) to attain the stated goal.
- Activities are detailed actions that will be done to achieve the objective(s) and are measured by quantitative milestones.

### S.M.A.R.T. Goals and Objectives

### III. Activities and Milestones

**Activities:** What are the specific activities that you will be performing? Consider how you will implement them, as well as when, how often and to whom they will be directed. Provide a brief description of each type of activity or event.

*Example: Make bicycle and pedestrian safety presentations at school assembly to every grammar school in our county (8 schools) during the school year.*

**Milestones:** A milestone is a quantitative indicator that can be monitored over time and is directly related to a goal or objective. Identify the measures you will use to track progress toward the achievement of your goals and objectives. (Examples: number of speeding tickets issued, number of overtime hours worked, number of car seats distributed, number of safety presentations, etc.)

#### IV. Goal(s)

The goal of your project is the ultimate end result you hope to achieve over time. In highway safety programs, the ultimate goal is to reduce crashes, fatalities and injuries. The goal should be measurable; it should also be ambitious, but realistic. In stating the goal, include where you are starting from (baseline) using the latest data available for your city or county from the Oklahoma Crash Facts Book, the target you expect to reach, and a timeframe for achieving your goal. (Examples: Reduce the number of pedestrians injured in crashes from 214 in 2010 to 200 in 2013. Reduce the number of KAB crashes that are alcohol-related from 142 in 2010 to 135 in 2013. Increase the seat belt use rate from 83% in 2010 to 87% in 2013.)

#### V. Evaluation

To determine if the project will be doing what it is intended to do, describe how you will assess your project's accomplishments, achievements and shortcomings. The evaluation should focus on documenting your activities and linking these activities to the achievement of your objectives. Did you conduct the activities you planned? If you did, were the activities effective?

You will also want to determine whether there has been progress toward meeting the stated goal of your project. Because of the time lag in receiving up-to-date crash data, it may not be possible to link your project activities with any change in your measure. Rather, you should review the current status of your measure to determine whether there has been a change (compared to the established baseline) and if the change is in the right direction.

##### Conducting the Evaluation:

Obtain or collect updated information/data for each of the performance measures related to your project activities, objectives, and goal. Establish a baseline for each measure.

Assess the implementation of your project by comparing the activities that were conducted with the activities that were planned. Include quantitative terms in describing your activities. (Examples: number of presentations, number of participants, number of police officers, number of brochures distributed.)

Evaluate the effectiveness of your activities by comparing the updated measure with the baseline measure related to each objective. Determine if each objective was "met", "unmet", or "exceeded". Look for linkages between your activities and your objectives.

##### Operational Plan (Work Plan)

You *may* be asked to provide a more detailed description of how your project will be organized, including such things as staffing, location, schedules and frequencies. What are the specific activities that you will be performing, how will you implement them, when, how often and to whom will they be directed? If requested, your operational plan should provide the following in a few concise paragraphs:

1. Describe the activities that you will conduct to address each problem.
2. Address the reasoning behind the proposed solutions for each problem.
3. Include the names, titles, and duties of those who will carry out the project.
4. Provide detailed milestones for each activity

[X]

I agree to the terms and guidelines as outlined above. \*

Click the **Save** button at the top of the screen, and proceed to the rest of the application by using either the links in the navigation panel on the left side of the page.

# Applicant Info

**Applicant Organization Name \****City of Norman, dba Norman Police Department***Organization Mailing Address \****112 W. Daws St.***City \****Norman***State \****OK***Zip \****73069-7108***Area Code/Phone Number \****(405) 366-5218***Area Code/Fax Number***(405) 217-1066***Organization Physical Address \****112 W. Daws St.***City \****Norman***State \****OK***Zip \****73069-7108***County \****Cleveland County***FEI Number \****7360005350***DUNS Number***009072427***UEI Number - If not known, click [here](#). \****X766N3PND5A9***Authorizing Official \****Stephen Tyler Holman***Title \****Mayor***Mailing Address \****P.O. Box 370***City \****Norman***State \****OK***Zip \****73069-7108***Area Code/Phone Number \****(405) 366-5404***Area Code/Fax Number***(405) 366-5389*

**E-mail Address \****Mayor@NormanOK.gov***Project Director \****John Stege***Title \****Standards Administrator***Physical Address \****112 W. Daws St.***City \****Norman***State \****OK***Zip \****73069-7108***Area Code/Phone Number \****(405) 366-5218***Area Code/Fax Number***(405) 217-1066***E-mail Address \****John.Stege@NormanOK.gov***Finance Officer \****Debbie Whitaker***Title \****Accountant III***Address where reimbursement is to be mailed \****225 N. Webster Ave.***City \****Norman***State \****OK***Zip \****73069-7108***Area Code/Phone Number \****(405) 366-5448***Area Code/Fax Number***(405) 217-1055***E-mail Address \****Debbie.Whitaker@NormanOK.gov*

# Project Info

## WHAT TYPE OF PROJECT ARE YOU PROPOSING?

*Impaired Driving*

\*

## PROBLEM IDENTIFICATION

2025 population estimates show the City of Norman at 131,008, plus the student population of the University of Oklahoma. Norman is approximately 190 square miles and includes both suburban and rural areas. The city is home to the University of Oklahoma, Lake Thunderbird State Park, multiple convention venues, and year-round sporting events. Both I-35 and SH 9 intersect the City, with traffic traveling at highway speeds.

Collisions over the last 3-year period showed 8 drivers involved in fatality collisions had some level of drug, alcohol, or other impairment. The data also shows that 58 of the incapacitating and non-incapacitating injury collisions involved some level of drug, alcohol, or other impairment.

Collision data for the last 3 years (using local data) shows:

- 2023: 2,141 total collisions; 11 fatalities, 297 incapacitating and non-incapacitating injury, and 1,833 other collisions.
- 2024: 2,312 total collisions; 12 fatalities, 294 incapacitating and non-incapacitating injury, and 2,006 other collisions.
- 2025: 2,153 total collisions; 12 fatalities, 263 incapacitating and non-incapacitating injury, and 1,878 other collisions.

Injury data for the same time period (again, using local data) shows:

- 2023: 5,712 total subjects involved with 13 deaths and 72 incapacitating injuries and 324 non-incapacitating injuries (409 total)
- 2024: 6,275 total subjects involved with 12 deaths and 64 incapacitating injuries and 332 non-incapacitating injuries (408 total)
- 2025: 5,786 total subjects involved with 14 deaths and 64 incapacitating injuries and 307 non-incapacitating injuries (385 total)

Collisions over that 3-year period showed 8 drivers involved in fatality collisions had some level of drug, alcohol, or other impairment. The data also shows that 58 of the incapacitating and non-incapacitating injury collisions involved some level of drug, alcohol, or other impairment.

As reported last year, the collision and injury data shows a persistent level of deaths and injuries resulting from impaired driving violations over the last three years.

*\*This time frame includes the 2023–24 grant period,\* where we did not have OHSO funding to support additional traffic-enforcement efforts.\**

\*

## PROJECT GOALS

[Crash data and statistics:](#)

To conduct 850 hours or more of overtime high visibility Impaired Driving enforcement in FFY27, contributing to statewide traffic safety improvement goals and the reduction of KA crashes in Norman, Oklahoma

\*

## PROJECT DESCRIPTION/WORK PLAN

Will this project involve traffic enforcement activity? ☒ Yes ☐ No \*

**Approximate population served:** 131,008 **Number of sworn officers:** 184

*The Norman Police Department will conduct overtime high visibility enforcement (HVE) in support of state and national goals to reduce the incidence of KA crashes in their community. HVE will emphasize Impaired Driving enforcement but may also include other dangerous driving behaviors. To identify those times and locations where KA crashes most often occur, the Project Director will utilize state and local data and reference sources available. Public information and education (PI&E) supporting enforcement activities will be conducted monthly as part of the HVE strategy to inform and educate the public on the importance of traffic safety as well as the agency's ongoing effort to support safe driving behaviors.*

*Saturation patrols and/or sobriety checkpoints will be conducted in cooperation with the Oklahoma Highway Patrol Impaired Driving Liaisons as much as possible.*

*The Norman Police Department will participate in all NHTSA mobilizations in accordance with the terms of the grant agreement, and employ the following evidence-based strategies in conducting grant-related activities:*

*Countermeasure: Integrated Enforcement*

*Planned Activity: State and Local Impaired Driving High Visibility Enforcement*

\*

## PROJECT EVALUATION

*This project will be evaluated by compiling monthly and annual collision statistics, monitoring citation and warning numbers, and responding to citizen input.*

*Historical data is distributed to the entire department on a weekly, monthly, and quarterly basis for on-going assessment. Enforcement projects, activities, and hours within identified areas will be monitored for effectiveness, and some modification during the grant period will be encouraged as new areas of concern are identified.*

*Achieving monthly milestones based on enforcement efforts will provide the main programmatic measure. All reports, including the End-of-Year summary, will be completed and submitted no later than November 1, 2027.*

\*

If the OHSO is not able to fund this project as proposed, would your agency be interested in an alternative type of project? If so, please select a second and third preference based on your local problem identification.

### 2nd

**Preference:** Speed Abatement

### 3rd

**Preference:** Occupant Protection

# Countermeasures and Performance Measures

**Countermeasure selection and justification**

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

*Countermeasure 1 will consist of high-visibility, overtime, traffic enforcement focusing on hazardous driving behaviors in identified and designated enforcement zones with an additional emphasis on impaired driving and occupant protection violations.*

\*

**Performance Measure**

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

*Performance Measure 1 will consist of 45 hours per month of high-visibility traffic enforcement (saturation patrols and/or checkpoints) within identified zones with a minimum average of 2 stops per hour.*

\*

# Countermeasures and Performance Measures

**Countermeasure selection and justification**

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

*Countermeasure 2 will consist of high-visibility, overtime, traffic enforcement in support of local "Operation Cadence" efforts which focus on hazardous driving behaviors in identified and designated enforcement zones during holiday and OHSO mobilization efforts with an additional emphasis on impaired driving and occupant protection violations.*

\*

**Performance Measure**

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

*Performance Measure 2 will consist of 45 hours per month of high-visibility traffic enforcement (saturation patrols and/or checkpoints) within identified zones during holidays and OHSO mobilization efforts with a minimum average of 2 stops per hour.*

\*

# Countermeasures and Performance Measures

**Countermeasure selection and justification**

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

*Countermeasure 3 will consist of public information and education focusing on social media/press releases, "Know Your Limit"/"No Refusal Weekend" projects, and officer initiated outreach efforts (e.g., targeted intoxication-related educational activities, sharing "Traffic Safety Tuesday" service announcements, etc.).*

\*

**Performance Measure**

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

*Performance Measure 3 will consist of a minimum of 2 public information and education activities per month.*

\*

# Personnel Services

## Entry info

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

☐

Check box if Personnel Services is not being requested for this project. Click **SAVE**.

## Job Title \*

Master Police Officer / Sergeant

☐

Full Time

☐

Part Time

☒

Overtime

\*

## Approximate number of overtime hours annually?

1,080

## Average Hourly Overtime Rate?

\$58.46

## OT Salary Amount

\$63,137.00

## OT Fringe Rate

7.65 %

(Enter 0 if fringe benefits are not requested)

OT Fringe

Amount

\$4,830.00

Total Amount

\$67,967.00

Description of grant-related duties to be performed by this job title:

*Police officers will conduct high visibility traffic enforcement and public information & education activities on overtime. The rate above is calculated using Step 6 (of 11) Master Police Officer / Sergeant hourly rate (\$37.11 - see the attached Collective Bargaining Agreement), adding a 5% COLA for the period associated with this application (\$38.97) and multiplying by 1.5 for the estimated OT rate (\$58.46). That rate is then multiplied by the 1080 hours of grant activity in this application for the total estimated amount (\$63,136.80). The fringe rate is calculated by multiplying the estimated OT salary amount by 7.65% (\$4,829.97 - the Social Security and Medicare taxes).*

*The actual amounts will, as in previous years, vary depending upon a number of factors which include the rank and step of individual officers working the grant, the shift differential (\$.30, \$.35, or \$.40) added by the CBA to individual officer hourly rates based on the shift they are assigned, and whether or not the activity took place on regular OT (x1.5 the hourly rate), holiday OT contiguous with the officer's normal shift (x2.5 the hourly rate), or holiday OT not contiguous with the officer's normal shift (x3.0 the hourly rate).*

\*

# Operating Costs

Entry info: Costs to support the project not specific to other cost areas, such as: Indirect Costs, Media costs paid by a subrecipient directly to a media outlet, car seats for distribution, postage, phone, or other items of nominal cost to support approved grant-related activities. Add each type of cost separately.

☒ Check box if Operating Costs is not being requested for this project. Click **SAVE**.

**Description \***

**Dollar Amount \***

(If for Indirect Costs, attach copy of approval letter to application. If De minimis rate requested, identify in the Justification section below.)

**Justification \***

# Equipment

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.

☒ Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment \*

Description of Item \*

Number of items requested \*

Cost Per Item \*

Dollar Amount

\$

Justification \*

## Travel In-State

Entry info: Travel In-State may be for auto mileage and tolls incurred during grant-related activities, or travel, lodging and registration to attend or participate in grant-related training, symposia, meetings or conferences within the State of Oklahoma. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.

☒

Check box if Travel In-State is not being requested for this project. Click **SAVE**.

**Description \***

**Dollar Amount \***

**Reason: \***

## Travel Out-of-State

Entry info: Travel: Out-of-State travel may be for mileage, transportation, fares, lodging, per diem and registration costs to attend or participate in approved grant-related training, symposia, meetings or conferences that take place outside of Oklahoma. Out-of-state travel not specifically identified requires prior approval in writing from OHSO before incurring travel costs. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.

☒

**Check box if Travel Out-of-State is not being requested for this project. Click SAVE.**

**Description of Travel \***

**Dollar Amount \***

**Reason: \***

# Contractual Services

Entry Info: Contractual Costs are those expenses not usually covered under personnel costs, travel, equipment, supplies or other specific operating expenses. Examples of these would include: training courses, professional audits, and media contracts.

[X]

Check box if Contractual Services is not being requested for this project. Click SAVE.

Item \*

Training

Audit

Media (To be used only for subcontractor’s media costs. Subrecipients list direct media costs under Operating Costs.)

Professional Services

Other

Dollar Amount \*

Description \*

# Budget Summary

| Expense Item         | Amount      |
|----------------------|-------------|
| Personnel Services   | \$67,967.00 |
| Operating Costs      | \$          |
| Equipment            | \$          |
| Travel In-State      | \$          |
| Travel Out-of-State  | \$          |
| Contractual Services | \$          |
| TOTAL                | \$67,967.00 |

# Attachments

**Instructions:**

Please complete this page, then click the **Save** button.  
Clicking the Save button will upload new files to the server.  
If more upload fields are required, save the page and more upload fields will appear.  
There is a limit of 20 MB per page save. If you receive an error when uploading attachments, please check the size of the files and be sure not to upload more than 20 MB's at a time.

| Description                                   | Attachments                                                  |
|-----------------------------------------------|--------------------------------------------------------------|
| Collective Bargaining Agreement (City - FOP)  | FOP FYE 26 Final revised Dec 29-2025.pdf                     |
| Fiscal Management Policy (NPD)                | Fiscal_Management.pdf                                        |
| Drug- and Alcohol-Free Workplace Policy (NPD) | Drug_and_Alcohol-Free_Workplace.pdf                          |
| Seat Belts Policy (NPD)                       | Seat_Belts.pdf                                               |
| FYE 2024 Single Audit (City)                  | Clty of Norman, Oklahoma 06-24 Single Audit Report FINAL.pdf |
| Safety Zone Example (NPD)                     | 2026FebruaryZones.pdf                                        |

# Award Packet Instructions

1. On the Application Menu - Forms page, review the following pages in the Award Documents section:
  - a. Grant Agreement Summary - Part I
  - b. Budget Summary Projections
  - c. Budget Detail Projections
  - d. Activity/Milestone Projections
  - e. General Provisions - Part II
  - f. Specific Agreements
2. The Authorized Official must review the Certification page in the Award Documents section and acknowledge acceptance of the terms of the agreement by clicking the SAVE button on that page.
3. After Certification by the Authorized Official, the Agency Administrator or Authorized Official must submit the proposal for OHSO Certification by clicking the OHSO Certification Apply Status button in the Change the Status section of the application on the Application Menu page.

# Grant Agreement Summary – Part 1

**Title of Contract:***Norman Impaired Driving Enforcement*

\*

**OHSO Project  
Number:***AL-27-03-28-03***Award Amount:***\$60,000.00***CFDA  
Number:***206002700***FAIN Number:***69A37527300004020OK0***TTA Number:****TOTAL  
AWARD:***\$60,000.00***Project  
Period:***Oct 01, 2026 - Sep 30, 2027*

\$

**Primary****Program Area:** *Impaired Driving***Organization:***City of Norman, dba Norman Police Department***Address:***112 W. Daws St.***City:***Norman***State:***OK***Zip:***73069-7108***FEI Number:***7360005350***DUNS Number:***009072427***Project****Director:***John Stege***Title:***Standards Administrator***Phone Number:***(405) 366-5218***Fax Number:***(405) 217-1066***Project Goals:***To conduct 850 hours or more of overtime high visibility Impaired Driving enforcement in FFY27, contributing to statewide traffic safety improvement goals and the reduction of KA crashes in Norman, Oklahoma*

**Problem Identification:**

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- 2025: 2,153 total collisions; 12 fatalities, 263 incapacitating and non-incapacitating injury, and 1,878 other collisions.

Injury data for the same time period (again, using local data) shows:

- 2023: 5,712 total subjects involved with 13 deaths and 72 incapacitating injuries and 324 non-incapacitating injuries (409 total)
- 2024: 6,275 total subjects involved with 12 deaths and 64 incapacitating injuries and 332 non-incapacitating injuries (408 total)
- 2025: 5,786 total subjects involved with 14 deaths and 64 incapacitating injuries and 307 non-incapacitating injuries (385 total)

Collisions over that 3-year period showed 8 drivers involved in fatality collisions had some level of drug, alcohol, or other impairment. The data also shows that 58 of the incapacitating and non-incapacitating injury collisions involved some level of drug, alcohol, or other impairment.

As reported last year, the collision and injury data shows a persistent level of deaths and injuries resulting from impaired driving violations over the last three years.

*\*This time frame includes the 2023–24 grant period,\* where we did not have OHSO funding to support additional traffic-enforcement efforts.\**

**Project Description:**

The Norman Police Department will conduct overtime high visibility enforcement (HVE) in support of state and national goals to reduce the incidence of KA crashes in their community. HVE will emphasize Impaired Driving enforcement but may also include other dangerous driving behaviors. To identify those times and locations where KA crashes most often occur, the Project Director will utilize state and local data and reference sources available. Public information and education (PI&E) supporting enforcement activities will be conducted monthly as part of the HVE strategy to inform and educate the public on the importance of traffic safety as well as the agency's ongoing effort to support safe driving behaviors.

Saturation patrols and/or sobriety checkpoints will be conducted in cooperation with the Oklahoma Highway Patrol Impaired Driving Liaisons as much as possible.

The Norman Police Department will participate in all NHTSA mobilizations in accordance with the terms of the grant agreement, and employ the following evidence-based strategies in conducting grant-related activities:

Countermeasure: Integrated Enforcement

Planned Activity: State and Local Impaired Driving High Visibility Enforcement

This grant is subject to the terms and conditions set forth in the Pre-Application guidelines and any modifications agreed to during negotiation and reflected in the Award Documents, or by Contract Change Order hereafter, including; Part I-Grant Agreement Summary; Budget Summary; Budget Detail; Activity/Milestones; General Provisions – Part II; Specific Agreements – Part III; and Certification pages.

In addition, the grantee agrees to the following:

1. If the grantee is a law enforcement agency, the grantee agrees to participate in and support NHTSA's national goals and law enforcement mobilizations ("Click It or Ticket" and "Drive Sober or Get Pulled Over"), including submitting both pre and post reports through the OHSO online Mobilization Reporting System.
2. At the end of the project year and no later than November 1, the Project Director will submit the End of Year Project Summary Report outlining the project accomplishments and whether the project goal(s) was met.

In accordance with OMB Circular A-133, the Oklahoma Highway Safety Office (OHSO) is required to supply each grantee with pertinent information regarding the grant awarded. The Oklahoma Highway Safety Office (OHSO) is a pass-through agency for federal funds provided by the U.S. Dept of Transportation, National Highway Traffic Safety Administration (NHTSA).

On the chart below, locate the "Start of Project Number for each grant awarded to obtain the information your agency's financial department will need for Federal/State reporting purposes.

| Start of Project Number | Program Area               | CFDA No.   | Award Name                                            | Section No. |
|-------------------------|----------------------------|------------|-------------------------------------------------------|-------------|
| AI                      | Accident Investigation     | 20.6000000 | State and Community Highway Safety                    | 402         |
| AL                      | Alcohol                    | 20.6000000 | State and Community Highway Safety                    | 402         |
| DE                      | Driver Education           | 20.6000000 | State and Community Highway Safety                    | 402         |
| MC                      | Motorcycle Safety          | 20.6000000 | State and Community Highway Safety                    | 402         |
| OP                      | Occupant Protection        | 20.6000000 | State and Community Highway Safety                    | 402         |
| PS                      | Pedestrian Safety          | 20.6000000 | State and Community Highway Safety                    | 402         |
| PT                      | Police Traffic Services    | 20.6000000 | State and Community Highway Safety                    | 402         |
| RH                      | Railroad/Highway Crossings | 20.6000000 | State and Community Highway Safety                    | 402         |
| SE                      | Speed Enforcement          | 20.6000000 | State and Community Highway Safety                    | 402         |
| TR                      | Traffic Records            | 20.6000000 | State and Community Highway Safety                    | 402         |
| TSP                     | Teen Safety Programs       | 20.6000000 | State and Community Highway Safety                    | 402         |
| M2                      | 405b OP Low                | 20.6160000 | Occupant Protection                                   | 405b        |
| M3                      | 21 405c Data Program       | 20.6160000 | State Traffic Safety Information Systems Improvements | 405c        |
| M5                      | 405d Impaired Driving Mid  | 20.6160000 | Impaired Driving Countermeasures                      | 405d        |
| M9                      | 405f Motorcycle Programs   | 20.6160000 | Motorcyclist Safety                                   | 405f        |

If you have any questions, please contact your Program Manager.



## Activity/Milestones Projections

[illegible]

## Budget Detail Projections

[illegible]



## General Provisions – Part II

### GLOSSARY OF DEFINITIONS

This glossary defines terms with meanings which may be unclear in the context in which they are used. These definitions are meant to apply only to the usage of these terms in this contract agreement.

**Activity** - The smallest unit of work that can be time-framed, quantified, and is critical to the success of a project.

**Actual** - The attained level of resources and/or accomplishments

**Authorizing Official** - The duly authorized representative of the State Agency, Local Subdivision or subrecipient agency having signatory authority and the responsibility of executing the contract agreement.

**C. F. R.** - Code of Federal Regulations

**Director** - The Director authorized by the Governor's Representative to direct the activities of the Oklahoma Highway Safety Office

**DUNS Number** – Data Universal Numbering System

**FAIN Number** – Federal Award Identification Number

**FY** - Fiscal year which starts October 1 and ends September 30 each year

**Governor's Representative** - A representative appointed by the Governor of Oklahoma to oversee the activities of the Oklahoma Highway Safety Office

**Grantor Agency** - Oklahoma Highway Safety Office

**Local Subdivision** - An administrative division of local government

**Milestone** - A level of accomplishment of an activity within a specific period of time

**Obligated** - The proposed level of resources and/or accomplishments

**OMB** - Office of Management and Budget (Federal)

**OHSO** - Oklahoma Highway Safety Office

**OS** - Oklahoma Statute

**Program Manager** - An OHSO staff member authorized to act as the liaison between the Highway Safety Office and the State Agency or Local Subdivision in all matters pertaining to a contract.

**Project Director** - A representative of the State Agency, Local Subdivision or subrecipient agency responsible for directing the activities of the project as outlined in the contract agreement

**Projection** - An anticipated level of performance or expenditure necessary to attain the stated project goal(s).

**Project Number** - A number assigned to one of the highway safety program areas as defined by the Highway Safety Act of 1966.

**QTD** - Quarter-to-date.

**State Agency** - An administrative division of state government.

**Subrecipient** - An agency or organization receiving pass-through funds from the OHSO through a duly authorized grant agreement, Memorandum or Agreement or Memorandum of Understanding

**TTA Number** – Taxpayer's Transparency Act number

**U. S. C.** - United States Code

**YTD** - Year-to-date

### REGULATIONS AND DIRECTIVES

The subrecipient, its assignee(s), successor(s) in interest, subcontractor(s), supplier(s), or anyone who is a recipient of financial assistance through this grant shall agree to all applicable provisions of the following; however, nothing here should be interpreted to limit the requirements to comply with regulations and directives not included in this list:

#### 1. Project Implementation

Grantee agrees to implement the project in accordance with federal statutes, local statutes and regulations, as well as the policies and procedures established by the Oklahoma Highway Safety Office.

## 2. Nondiscrimination (applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities "). These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

## 3. Political Activity (Hatch Act) (applies to subrecipients as well as States)

The state will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## 4. Buy America Act (applies to subrecipients as well as States)

The state and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

## 5. Prohibition on using grant funds to check for helmet usage. (applies to subrecipients as well as State)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcycles.

## 6. Certification Regarding Federal Lobbying; Certification for Contracts, Grant, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for the influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. Then undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- D. Restriction on State Lobbying: None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

## 7. Equipment Purchased with Highway Safety Funds:

- Ownership of equipment purchased is vested in the subrecipient, who must use the property only for the authorized purpose of this project (2 CFR Part 200.313)
- Equipment must be entered into, and tracked through, the Grantee's inventory system and the OHSO inventory;
- Equipment maintenance and liability coverage are the subrecipient's responsibility;
- Subrecipient shall not remove, transfer, or dispose of the property without prior written approval from OHSO;
- If equipment is lost or stolen, the OHSO must be notified immediately, in writing, accompanied by a police report.

To dispose of ANY equipment, the subrecipient *MUST*:

1. Write a letter of request to OHSO;
2. State how the disposal will occur (auction, transfer, etc.) and/or provide three (3) appraisals;
3. Maintain equipment until subrecipient receives letter of approval;
4. Return Equipment to OHSO

Nothing herein contained shall be construed as incurring for the Grantor Agency any liability for Workmen's Compensation, F.I.C.A., Withholding Tax, Unemployment Compensation, or any other payment which is not a part of this contract.

## CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to subrecipients as well as States)

### Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions**

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **Instructions for Lower Tier Participant Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
  2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
  3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
  5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
  6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
  7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
  8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

#### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



## Specific Agreements – Part III

1. Subrecipient shall adopt (if none presently exists) and enforce a written safety belt use policy requiring all employees and others riding in Subrecipient owned or leased vehicles and/or on Subrecipient business to use safety belts in all seating positions and provide a copy of the same prior to initiation of a grant.
2. Regular compensation and/or overtime compensation provided in this grant award will be paid in accordance with established policies and regulations of the subrecipient's entity. Any deviation from the established policies and regulations must be specifically addressed in the written grant agreement.
3. Subrecipient shall verify that any officer using a grant purchased radar or grant purchased video camera has received training in the proper use of the equipment.
4. Subrecipient shall require all law enforcement officers participating in impaired driving enforcement programs to obtain certification in NHTSA sanctioned Standard Field Sobriety Test (SFST) procedures prior to working grant funded enforcement shifts.
5. Subrecipient shall submit activity and reimbursement reports to OHSO monthly through the OKGrants system unless otherwise pre-approved. Reports shall include all appropriate and required backup documentation. Reports shall be submitted within 30 days of the end of the reporting month. Failure to timely submit reports may result in denial of the reimbursement claim or delay in reimbursement of the same.
6. The Oklahoma Highway Safety Office (OHSO) is a pass-through agency for federal funds provided by the U.S. Dept of Transportation, National Highway Traffic Safety Administration (NHTSA). In accordance with 2 CFR 200, the Oklahoma Highway Safety Office (OHSO) is required to supply each subrecipient with pertinent information regarding the grant award to assist in providing the subrecipient's financial department information which may be needed for Federal/State reporting purposes. Said information is contained within the Grant Agreement Summary-Part 1 of the award documents. A subrecipient agency may be subject to audit under 2 CFR 200. Unless other arrangements are made, any required audit cost is the responsibility of the Subrecipient.
7. Any activities or cost items not specifically addressed in this agreement or any revisions to the items which are included in the agreement must be approved, in writing, by the OHSO Director/Governor's Representative or designee before they will be considered eligible activities and/or cost items. (For example, any out-of-state travel expenses not specifically identified in one's agreement require prior written permission from the OHSO Director/Governor's Representative or designee or the costs will not be reimbursed.) These "Specific Agreement topics have been provided in an effort to assist subrecipients. This is not in any way a complete list of all requirements. Any questions and/or concerns not addressed here or in other areas of this grant agreement should be directed to the OHSO Program Manager assigned responsibility for oversight of this project.
8. The continuation of this project is contingent on the availability and receipt by OHSO of Federal Funds.

# Certification

As the Authorizing Official, I certify that all data in this application is true and correct. The application and proposed agreement have been reviewed and authorized by the governing body of the applicant agency. The typed name, in lieu of a signature, represents this agency's legal acceptance of the terms of this proposal and a statement of veracity of the representations made in this application.

Printed Name of Authorizing Official:  
(Chief Executive Officer)

Title:

Date:

**NOTE: The Authorizing Official is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorizing Official must be a state agency head, mayor, city manager, chairperson of the County Commission or an authorized tribal leader. The Chief of Police or Sheriff is not generally an authorized signatory.**

Signature:

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Peoplesoft Application Information

|                               |   |
|-------------------------------|---|
| Project Number                |   |
| Vendor ID                     | * |
| Vendor Location               | * |
| PO ID                         | * |
| PO Distribution Line          | * |
| Business Unit                 | * |
| Account                       | * |
| Sub Account                   | * |
| Fund                          | * |
| Class                         | * |
| Department                    | * |
| Budget Reference              | * |
| CFDA                          | * |
| PO Line Number                | * |
| PO Schedule                   | * |
| Project Costing Business Unit |   |
| Activity                      |   |
| Operating Unit                |   |
| Project ID                    |   |
| Resource Type                 |   |
| Resource Category             |   |
| Resource Sub-Category         |   |
| Program Code                  | * |
| Chartfield 2                  |   |

Uploads

Grantee Uploads

132-FAC Audit.pdf

Comments

FAC Audit

OHSO Uploads

132-Risk Assessment.pdf  
FAIN Memo.pdf  
FICAQuestion.pdf  
Norman PD Seat Belt Policy.pdf  
Drug\_ and \_Alcohol-Free\_ Workplace.pdf  
Fiscal\_ Management.pdf  
FOP FYE 26 Final revised Dec 29-2025.pdf  
Overtime\_ Compensation.pdf  
Additional Certifications and Assurances for OK Highway Safety Grants.pdf

Comments

Risk Assessment 27  
FAIN Memo 27  
FICA Explanation  
Seat Belt Policy  
Drug & Alcohol Free  
Fiscal Management  
FOP Agreement  
OT Policy  
Addtl Cert